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30 October 1973

MEMORANDUM FOR: CIA Management Committee

THROUGH : Deputy Director for Intelligence

SUBJECT : CRS Receipt of CIA-Produced Sensitive  
Intelligence Documents - Progress  
Report

1. On 6 August 1973 the DCI approved an IG report to the Management Committee on sensitive document storage and retrieval (MCA-38). The IG's recommendations were:

a. That those elements of the Agency engaged in production of finished intelligence or in substantive intelligence support of policy levels in the government, be required to consult with CRS in order to develop a standard approach to eventual inclusion into the CRS reference system of that material involving sensitive handling restrictions.

b. That the DO continue its work with CRS to establish a basis for eventual inclusion of sensitive intelligence into the central reference system; that it establish a central record of its own for registering all information intelligence reporting; and, that it take steps to clarify the status of its past sensitive information intelligence reporting in order to determine the problems presented in incorporating it in the CRS reference system.

c. That CRS report to the CIA Management Committee on a quarterly basis, on progress in developing programs for the inclusion of sensitive intelligence materials into the Agency's central reference system.

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This memorandum responds to the last recommendation; it covers the third quarter of Calendar Year 1973.

2. Some progress has occurred since the IG's report of 9 May 1973. CRS is now receiving sensitive CIA raw and finished intelligence reporting for its centralized files. Evidence of progress is noted below:

a. DDI - OCI is sending on a regular basis their sensitive finished intelligence briefs for inclusion in the CRS centralized system. OER has made arrangements for forwarding older sensitive reporting on Viet Nam and Southeast Asia. Approximately one quarter of this older material has been received and indexed by CRS.

b. DDO - DDO sensitive reporting on narcotics is now being received in CRS for storage and retrieval. The [ ] of the DDO is forwarding their sensitive reporting for indexing into the centralized system. The documents, however, are being filed in DDO rather than the CRS centralized file. A joint CRS/DDO plan for the storage and retrieval of "Exclusive For" documents was approved in June 1973 and approximately 120 of these reports have been forwarded to CRS since the program was implemented.

c. DD/S&T - Sensitive reports from DD/S&T offices are being received on a regular basis for processing in CRS.

3. It is difficult for CRS to take the initiative in securing sensitive CIA reporting because CRS is generally not aware of a particular office's sensitive production. Consequently, progress to date has been largely determined

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by the originator of the sensitive documents. They have either approached CRS in person or by memorandum asking that their sensitive products be included in the centralized system. More rapid progress can occur only if the producing offices pursue the program with more vigor.

4. Progress to date is a good beginning. Those reports that have been received have improved the integrity and timeliness of the Agency's centralized document storage and retrieval system.



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